

CharlestonHousing

AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTR UCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: CharlestonHousing

PHANumber: WV001

PHAFiscalYearBeginning: 04/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main Operations office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main Operations office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main Operations office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☒ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
- ☐ **SmallAgency(<250PublicHousingUnits)**
- ☐ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

CharlestonHousinghaspreparedthisAgencyPlanincompliancewith Section511oftheQualityHousingandWorkResponsibilityActof 1998 andtheensuingHUDrequirements.

Wehaveadoptedthefollowingvisionandguidingprinciplestoguideus throughthenextfiveyears:

CharlestonHousingVision

CharlestonHousing,byadheringtoourguidingprinciples,willtrytobe asuccessful leaderinprovidingandsupportingqualityaffordable housingdesiredbyindividualsandfamiliesinourmarketarea.

CharlestonHousingGuidingPrinciples

We willendeavorto....

1. Deliveramixofhousingproductswhicharedesirable,dependable, decent,andsafe.

2. Work as a team with highly skilled and engaged staff who are caring, responsive, and practice integrity by doing what they say they will do.
3. Take seriously your role in filling gaps in housing for those who are less fortunate due to low income or other circumstances.
4. Pride ourselves in fostering the quality of family life as social needs are met through appropriate avenues.
5. Champion the transition out of assisted housing for those with various forms of housing needs, fostering mobility to self-sufficient living circumstances.
6. Strive for low -density housing that blends with existing neighbors and communities rather than stand -alone, isolated, high density projects.
7. Be fiscally sound in all we do and operate efficiently with an empowered and continuously improving organizational culture.
8. Become desired housing by putting the customer first through excellent customer service that fully and fairly meets the needs of residents.
9. Encourage residents to become economically independent and socially responsible to the community.
10. Build entrepreneurial spirit and cultivate innovation in our business plans and in all our work.

In pursuing the guiding principles we will be working towards accomplishing our vision. The plans, goals and objectives, statement of mission, budget summary, policies, etc. set forth in our plan are all geared towards this mission and, when taken as a whole, they outline a comprehensive approach with our Guiding Principles and are consistent with the Consolidated Plan. Here are some highlights of our plan:

- Develop a Section 8 Homeownership Program and try to formulate a Public Housing Homeownership Program.
- Continue to review and implement comprehensive and concerted efforts in improving security, providing prevention programs, and working closely with law enforcement to improve the living environments of our communities.
- Continue to promote, foster, and monitor a plan to achieve a self-sustaining financial condition for the agency.
- Work closely with supportive and job development organizations to encourage and support employment for residents/participants.

In summary your plan is to continue to improve the condition of affordable housing and to help to provide opportunities for better living for lower income residents in the Charleston metropolitan area.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Attachment A - Admissions Policy for Deconcentration (ACOP)
- ☒ Attachment B - CGP 5 Year Plan / FY 2001 CGP Annual Statement
- ☐ Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart - Attachment C
- ☒ Capital Fund Program 5 Year Action Plan - Attachment B
- ☒ Attachment D - Deconcentration Tables
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment E
- ☒ Other Attachments (List below, providing each attachment name)
 - Attachment F - Section 8 Homeownership Capacity Statement
 - Attachment G - Resident Survey Action Plan
 - Attachment H - Community Services Requirement Plan
 - Attachment I - Progress on 5 Year Plan
 - Attachment J - Resident Advisory Subcommittee
 - Attachment K - Pet Policy
 - Attachment L - Police Officer units
 - Attachment M - RAB Officers, RCs, and RMC
 - Attachment N - Follow Up Plan to REAC Resident Survey

Supporting Documents Available for Review

Indicate which documents are available for public view by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 528 37) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Need of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	2,403	5	3	5	3	3	5
Income > 30% but ≤ 50% of AMI	1,373	5	3	4	3	3	4
Income > 50% but < 80% of AMI	1,118	4	4	3	3	3	3
Elderly	1,127	3	2	2	3	5	2
Families with Disabilities	unknown	4	4	3	3	3	1
Race/Ethnicity	unknown	NA	NA	NA	NA	NA	NA
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Charleston Housing Waiting Lists

B. Housing Need of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing need of the families on the PHA's waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	886		
Extremelylow income<=30%AMI	770	87%	
Verylowincome (>30%but<=50% AMI)	115	13%	
Lowincome (>50%but<80% AMI)	1	Lessthan1%	
Familieswith children	549	62%	
Elderlyfamilies	62	7%	
Familieswith Disabilities	363	41%	
Race/ethnicity AfricanAmerican	200	23%	
Race/ethnicity Hispanic		Lessthan1 %	
Race/ethnicity			
Race/ethnicity			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

HousingNeedsofFamiliesontheWaitingList	
Isthewaitinglistclosed(selectone)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Ifyes:	
Howlonghasitbeenenclosed(#ofmonths)?	
DoesthePHAexpecttoreopenthelistinthePHAPlanyear?	<input type="checkbox"/> No <input type="checkbox"/> Yes
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed?	<input type="checkbox"/> No <input type="checkbox"/> Yes

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance			
<input checked="" type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	355		
Extremelylow income<=30%AMI	265	75%	
Verylowincome (>30%but<=50%AMI)	65	18%	
Lowincome (>50%but<80%AMI)	25	7%	
Familieswith children	163	46%	
Elderlyfamilies	52	15%	
Familieswith Disabilities	140	39%	
White	175	49%	
AfricanAmerican	180	51%	
Race/ethnicity			
Race/ethnicity			
Characteristicsby			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR (and EFF.)	183	52%	
2BR	108	30%	
3BR	49	14%	
4BR	15	4%	
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Deliver a mix of housing products which are desirable, dependable, decent, and safe to fill the community need of quality affordable housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
- Continue to promote rent policies to support and encourage training and education.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
- Continue to promote rent policies to support and encourage training and education.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special -purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing using
- ☒ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☒ Other: (list below)
Continue to work with the Appalachian Center for Independent Living.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other: (list below)
Physical constraints for adequate staffing and program delivery .

2. Statement of Financial Resources

[24 CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant -based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	4,163,515	
b) Public Housing Capital Fund	2,296,849	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	7,929,873	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	(included \$295,600 in 1.a. above)	

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
g) ResidentOpportunityandSelf - SufficiencyGrants	33,333	
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
ReplacementHousing	682,980	
2.PriorYearFederal Grants (unobligatedfundonly)(list below)	-0-	
3.PublicHousingDwellingRental Income	1,960,164	Operations/Tenant Services
4.Otherincome (listbelow)		
Excessutilities/miscellaneous	24,350	Operations/Tenant Services
4.Non -federalsources (listbelow)		
InterestonInvestments	259,819	Operations/Tenant Services
Totalresources	17,350,883	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAs that donotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a. Whendoes the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)
At time of application – due to small waiting list, housed immediately after screening is complete.

b. Which non -income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug -related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☒ PHA development site management office
- ☐ Other (list below)

c. If the PHA plan to operate one or more site -based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously approved site-based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - ☐ One
 - ☐ Two
 - ☒ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?
- b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Life threatening situation.
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admission preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden

Other preferences (select all that apply)

- 2 ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
2 ☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Household that contributes to meeting income goals (broad range of incomes)
☐ Household that contributes to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes

- ☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to next question.
- b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<u>Development Name</u>	<u>Number of Units</u>	<u>Explanation or Justification</u>	<u>Deconcentration Policy/Incentives</u>
-------------------------	------------------------	-------------------------------------	--

Attachment D provided which reflects six (6) family development subject to the Deconcentration Policy as per HUD Notice PIH2001 -4 (HA) dated January 19, 2001. As permitted by Notice PIH2001 -4, a bedroom adjustment factor was utilized to provide for a unit-weighted average of the unit distribution at each development and for the total average. Notice PIH2001 -4 also prescribes an Established Income Range of 85% to 115% for each development when compared to the project -wide average. All but one of Charleston Housing's family developments fell within this prescribed range and it was at 83% (which is fairly close to the prescribed range). The development outside the range was Orchard Manor; it contains 130 units. It is felt that the fact there are 19 units off-line for Modernization Work and that 230 units had previously been demolished via a HOPE VI Demolition Grant in 1999 could be contributory to the slightly below percentage average in this regard. As to a policy and/or incentive to possibly rectify the situation, it is felt that Replacement Housing Funds (from the HOPE VI Demolition Grant) over a 5-year period to build new units and ongoing Comprehensive Grant Funds to modernize existing units should prove to be positive without the need to further modify the Admissions and Continued Occupancy Policy (ACOP) at this time.

NOTE: See Attachment D for a complete calculation of the percentages.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☒ Other (describe below)

Name and address of previous landlord if requested.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply) -based

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project -based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant assistance? (select all that apply) -based

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
If family submits written request.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other (list below)
- Advocacy groups.

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component
4A.

(1)IncomeBasedRentPolicies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2.If yesto above,list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non -reimbursed medical expenses of non -disabled or non -elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high -rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Anytime the family experiences a income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☒ Other (list below)
Within 10 days of occurrence.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Contracted with third party to prepare Flat Rent Study based on HUD guidelines.

B. Section 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (voucher s, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☒ Other (list below)
FMRs at 110% for the Sec .8 FSS Homeownership Program only.

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)
Semi-annually

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families

☐ Other(list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,328	400
Section 8 Vouchers	1,550	270
Section 8 Certificates		
Section 8 Mod Rehab	90	20
Special Purpose Section 8 Certificates/Vouchers	Mainstream 100 Family Reunification 50	20 15

(list individually)		
Public Housing Drug Elimination Program (PHDEP)	100	20
Other Federal Programs (list individually)	ROSS400	20

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Occupancy Policy (includes pest infestation measures),
 - Residents Handbooks, Resident Calendars.
- (2) Section 8 Management: (list below)
 - Administrative Plan, Participant Handbook, Participant Calendar,
 - Landlord Calendar.

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
 Section 8 - Only PHAs are exempt from sub -component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants stop public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office

- ☐ PHA development management offices
☒ Other (list below)
 Operations Office

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☒ Other (list below)
 Operations Office

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5 - Year Action Plan

Agencies are encouraged to include a 5 - Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5 - Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5 - Year Action Plan is provided as an attachment to the PHA Plan

-or-

- ☐ The Capital Fund Program 5 - Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Based on the criteria in NOFA, Charleston Housing may decide to pursue an HOPE VI grant for Washington Manor, Orchard Manor, or Littlepage Terrace.

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

Possibly for Washington Manor, Orchard Manor, Littlepage Terrace.

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

NOTE: Will use replacement housing funding – this is to be included in the Capital Fund Annual statement.

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/DispositionActivityDescription
1a.Developmentname:Acquisition(5)units 1b.Development(project)number:W V001001020
2.Activitytype:DemolitionX Disposition <input type="checkbox"/>
3.Applicationstatus(selectone) Approved <input checked="" type="checkbox"/> byregulation Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>
4.Dateappli cationapproved,submitted,orplannedforsubmission: (1/31/00)
5.Numberofunitsaffected:5 6.Coverageofaction(selectone) <input checked="" type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment
7.Timelineforactivity: a.Actualor projectedstartdateofactivity:01/02 b.Projectendddateofactivity:10/02 Note:Demolitionof5scatteredsiteunitsorpossiblydispositiontonon -profit (includingResidentNon -Profits)forpublichousinghomeownership opportuni typrogram(i.e.,rehab.andsell).
Demolition/DispositionActivityDescription
1a.Developmentname:OrchardManor 1b.Development(project)number:WV001001003
2.Activitytype:Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3.Appli cationstatus(selectone) Approved <input checked="" type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>
4.Dateapplicationapproved,submitted,orplannedforsubmission: (07/05/01)
5.Numberofunitsaffected:no unitsaffected;onlyparcelofpropertyless than2acres toCityFireDept.forPublicSafetyCenter. 6.Coverageofaction(selectone) <input checked="" type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment
7.Timelineforactivit y: a.Actualorprojectedstartdateofactivity:4/02 b.Projectendddateofactivity:4/03

Demolition/Disposition Activity Description	
1a. Development name: Hillcrest Village	
1b. Development (project) number: WV001001070	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (07/05/01)	
5. Number of units affected: no units affected; only 1 parcel of property less than 2 acres to the YMCA for expanded recreational facilities (i.e., soccer field).	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 10/01 b. Projected end date of activity: 07/02	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

AssetManagementTable?If“yes”,skiptocomponent10.If
“No”,comple tetheActivityDescriptiontablebelow .

DesignationofPublicHousingActivityDescription
1a.Developmentname:JarrettTerrace
1b.Development(project)number:WV00100105
2.Designationtype: Occupancybyonlytheelderly <input checked="" type="checkbox"/> Occupancybyfamilieswithdisabilities <input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/>
3.Applicationstatus(selectone) Approved;includedinthePHA’sDesignationPlan <input checked="" type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>
4.Datethisdesignationapproved,submitted,orplannedforsubmission: (10/01/97)
5.Ifapproved,willthisdesignationconstitutea(selectone) <input type="checkbox"/> NewDesi gnationPlan <input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?
6. Numberofunitsaffected:101
7.Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input checked="" type="checkbox"/> Totaldevelopment

DesignationofPubli cHousingActivityDescription
1a.Developmentname:LippertTerrace
1b.Development(project)number:WV001001023
2.Designationtype: Occupancybyonlytheelderly <input checked="" type="checkbox"/> Occupancybyfamilieswithdisabilities <input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/>
3.Applicationstatus(selectone) Approved;includedinthePHA’sDesignationPlan <input checked="" type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>
4.Datethisdesignationapproved,submitted,orplannedforsubmission: (10/01/97)
5.Ifapproved,willthisdesignationconstitutea(selectone) <input type="checkbox"/> NewDesignationPlan <input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?
7. Numberofunitsaffected:112
7.Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input checked="" type="checkbox"/> Totaldevelopment

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)
- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **Eight(8) developments.**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **Two(2) developments. Jarrett Terrace and Lippert Terrace are designed for occupancy by the elderly.**
- c. How many Assessments were conducted for the PHA's covered developments? **Eight(8); an assessment for each covered development.**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	N/A

B. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent1 1A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. ☒ Yes ☐ No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,s kipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptoco mponent11B.) **NOTE:CharlestonHousingmay electtoimplementahomeownershipprogramfor LittlepageTerrace,OrchardManor,orWashingtonManor ifHOPEVIisawardedorifothersourcesbecomeavailable.**

2.ActivityDescription

- ☐ Yes ☒ No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname:ScatteredSites 1b.Development(project)number:WV001001020
2.FederalProgramauthority:Chas.Hsg.maydispo se(inlieuofdemolish)5scattered <input type="checkbox"/> HOPEIsitestoonon -profitentitytorehab.andmarkettolow -to- <input checked="" type="checkbox"/> 5(h)moderateincomefamilies(preferablypublichousing <input type="checkbox"/> TurnkeyIIIresidents)forhomeownership. <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input checked="" type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY) 04/15/2002

5. Number of units affected: 5
6. Coverage of action: (select one)
☒ Part of the development
☐ Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: Proposed Section 8 homeownership program based on participation in the FSS program.

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26- 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA -established eligibility criteria

- ☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Based on participation in the FSS program.

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? **No, CH staff and DHHS staff met on 8/31/99 and orally agreed to cooperate in those items marked below. Local DHHS advised that their legal dept. would not permit them to enter into written agreement.**

If yes, what was the date that agreement was assigned? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non -housing programs operated or coordinated by the PHA

- ☒ Preference/eligibility for public housing home ownership option participation
- ☒ Preference/eligibility for section 8 home ownership option participation
- ☒ Other policies (list below)
- If public housing pilot home ownership program is developed and approved by HUD, Section 8 Preferences for certain PH families meeting approved criteria.

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
Kanawha Valley Senior Services	100	Based on need	KVSS Staff	Public Housing
Shawnee Hills	75	Based on need	Onsite	Public Housing/Section 8
Drug Elimination Grant	50	Desire to participate	Onsite	Public Housing
Parenting Classes	20			
Literacy Program	20			
Interfaith Council	50	Based on church capacity	Church or site	Public Housing/ Section 8
Summer Nutrition Program	175		Onsite	Public Housing
Family Reunification	50	Specified criteria	CH Housing office	Section 8
After School program	75	Desire to participate	Development/Chandler Elementary	Public Housing
ROSS Grant	400	Based on need	Onsite	Public Housing
Section 3 Training	25	Desire to participate	Onsite	Public Housing
See additional services request on Attachment E				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	89 (originally 99, but reduced due to successful completions)	87 As of 10/1/01

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☒ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower -level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Washington Manor, Littlepage Terrace, Southpark Village, Orchard Manor

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at -risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and other ways support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

“NOT APPLICABLE”

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment D. (Attachment Filename: wv001d03)

14.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

See Attachment K for Pet Policy, Pet Application, and Lease Addendum/Pet Agreement.

• 15.CivilRightsCertifications

[24CFRPart903.79(o)]

Civil rights certifications are included in the PHAP Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management

- ☐ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment E
☐ Provided below

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments. Changes listed below:

- Review of Section 8 Payment Standards semi-annually.
- Emergency Preference in Public Housing subject to criminal history review.
- A band-width of community services/activities requested by residents to be included in further developing community services programs.
- Pet Policy finalized in consideration of residents surveys/comments.

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident whose residence on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to subcomponent C.)

Mayor Goldman of the City of Charleston appointed Vernadine Crothers, resident of Orchard Manor, to the Board of Commissioners effective April, 2000.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☒ Other: (describe) **Appointed by Mayor as per his authority.**

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
☐ Representatives of all PHA residents and assisted family organizations
☒ Other (list) **Process was by appointment by Mayor in lieu of voting.**

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Charleston, WV.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the PHA Plan by referencing Charleston Housing, by supporting affordable housing issues, and by supporting elderly initiatives.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Definition of Substantial Deviation or Significant Amendment or Modification of Agency Plan:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

Use this section to provide any additional attachments referenced in the Plan.



NOTICETOALLRESIDENTS

RE: CommunityServiceRequirements

This Notice is to advise the RESIDENTS of Charleston Housing that the “community service requirements” as contained in the Lease will not be enforced or implemented as of April 1, 2002.

This is in accordance with a recent communication from the Department of Housing and Urban Development which provided that “community service requirements” are not to be enforced in non-HOPE VI public housing developments using Fiscal Year 2002 funds.

As we are informed of future directions and/or changes relative to this issue, we will further advise.

If you have any questions concerning this matter, please feel free to contact your Manager.

Thank you.

MANAGEMENT
Feb.20,2002

(signedanddatedbyManager)

TO: Managers

DATE: Feb.20,2002

**FROM: PernellMcCoy
ActingDirectorofHousing**

**SUBJECT: PostingofNoticetoResidents
CommunityServiceRequirements**

Pleasefindattachedthefollowing:

- **NOTICETOALLRESIDENTS –CommunityServiceRequirements**
- **CertificationofPostingandDelivery**

CopiesofthisNoticeshouldbeapropriatelypostedimmediately.

In addition, a copy of this Notice should be delivered to each Resident whichhasbeenorisnowsubjecttothe“communityservicerequirements” aspertheLease.

Once the Notice has been posted for all and delivered to those residents affected by the change, please complete and return the Certification of PostingandDelivery.

SincethischangeiseffectiveasofApril1,2002,theNoticeistobeposted and delivered prior to March 1, 2002 in order to provide at least 30 days notice.

(As of 03/22/2002)	DECONCENTRATION TABLES						ATTACHMENT D	
	<u>Factors</u>	0.85	1.00	1.25	1.40	1.61	1.82	Adjustment
		<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>	<u>6BR</u>	<u>Totals</u> <u>Factors</u>
Washington Manor		124	163	14				301 0.95
Littlepage Terrace		76	76	18				170 0.96
Orchard Manor			110	20				130 1.04
Hillcrest Village		12	24	12	4	2		54 1.07
Oakhurst Village		8	22	14	4	8		56 1.16
Southpark Village				39	31	10	4	84 1.38
		220	395	117	39	20	4	795 1.03
		187	395	146.25	54.6	32.2	7.28	822.33 1.03

		<u>Factors</u>		<u>% of Total Avg.</u>	
Total Average	\$5,382	1.03	\$5,225	N/A	
Washington Avg.	\$4,836	0.95	\$5,091	0.97	
Littlepage Avg.	\$5,419	0.96	\$5,645	1.08	
Orchard Average	\$4,507	1.04	\$4,334	0.83	Low
Hillcrest Average	\$6,285	1.07	\$5,874	1.12	
Oakhurst Average	\$6,917	1.16	\$5,963	1.14	High
Southpark Average	\$6,882	1.38	\$4,987	0.95	

NOTE: As permitted, a bedroom adjustment factor was used to provide for a unit-weighted average of the distribution. Such a unit-weighted average provided for a range of 83% to 114% when compared to the Established Income Range of 85% to 115%.

SECTION 8 HOMEOWNERSHIP
CAPACITY STATEMENT

In consideration of the Section 8 Homeownership Program (Final Rule) published in the Federal Register on September 12, 2000 (with an effective date of October 12, 2000), Charleston Housing will look to implement a Homeownership Program under such regulations with particular emphasis for attaching such assistance for the benefit of those Section 8 clients who are or become participants under the Family Self Sufficiency (FSS) Program.

24 CFR, Part 982.625(d) provides: The PHA must have the capacity to operate a successful Section 8 homeownership program. The PHA has the required capacity if it satisfies either paragraph (d)(1), (d)(2), or (d)(3) of this section.

(d)(1) The PHA establishes a minimum homeowner down payment requirement of at least 3 percent of the purchase price for participation in its Section 8 homeownership program, and requires that at least one percent of the purchase price come from the family's personal resources;

(d)(2) The PHA requires that financing for purchase of a home under its Section 8 homeownership program: (i) be provided, insured, or guaranteed by the state or Federal government; (ii) comply with secondary mortgage market underwriting requirements; or (iii) comply with generally accepted private sector underwriting standards; or

(d)(3) The PHA otherwise demonstrates in its Annual Plan that it has the capacity, or will acquire the capacity, to successfully operate a Section 8 homeownership program.

Relative to reflecting capacity in this regard, Charleston Housing will require compliance with both 24 CFR, Part 982.625(d)(1) and (d)(2).

RESIDENT SURVEY ACTION PLAN

SAFETY

- Upgrade lighting at Oakhurst Village and Hillcrest Village 06/01/2002
- Encourage and facilitate "all -site" orange hat patrols and coordination with police department 09/30/2002
- Improve security camera systems at all developments to reflect more current "state -of-the art" technology 10/31/2002
- Completion of installation of common stairway security lighting and fire alarm systems at Washington Manor and Littlepage Terrace 06/30/2002
- Installation of security doors for basement areas at Washington Manor 06/30/2002

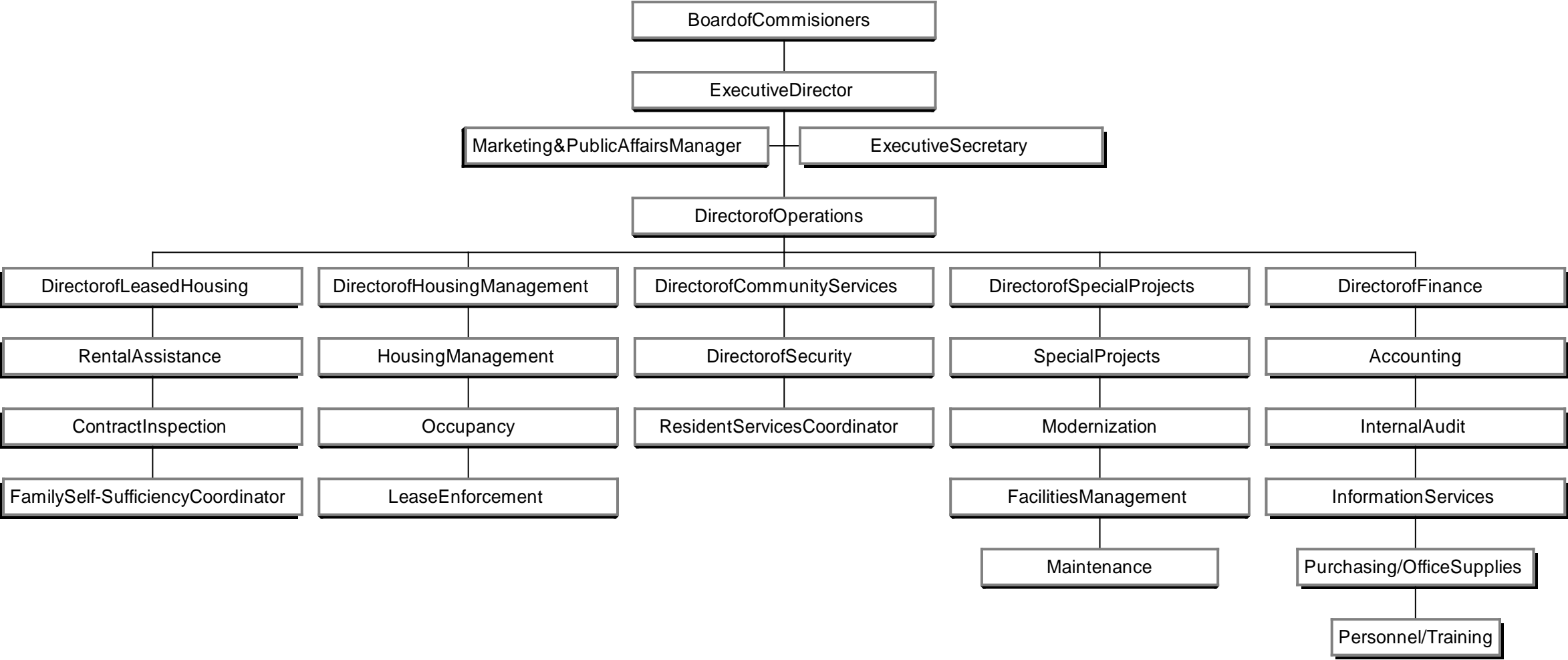
NEIGHBORHOOD APPEARANCE

- Implement preventative maintenance plans for stairwells at Littlepage Terrace 09/30/2002
- Modernize fencing at South Park Village 06/30/2002
- Implement "Replacement Housing Plan" at Orchard Manor 09/30/2002

PHYSICAL SITE IMPROVEMENTS

- Roof replacements at Lee Terrace and Jarrett Terrace 09/30/2002
- Emergency generator replacements at Jarrett Terrace and Lippert Terrace 06/30/2002
- Cycle painting for all developments Ongoing
- Compactor replacement at Jarrett Terrace 06/30/2002
- Community room upgrades at Jarrett Terrace 06/30/2002

CharlestonHousingOrganizationalChart



**CHARLESTON HOUSING
PROGRESS REPORT ON 5 -YEAR PLAN
2002 ANNUAL PLAN**

Charleston Housing is about one and one-half (1½) years into the 5 -Year Plan; progress is as follows:

- A modernization plan for Orchard Manor, utilizing Replacement Housing Funding and the CGP, is underway.
- HOPE VI training is scheduled for residents, staff, and the Board of Commissioners.
- HOPE VI is being considered/explored for Washington Manor.
- A Section 8 Homeownership Plan has been linked to the FSS program and has been implemented.
- A pilot Public Housing Homeownership Plan is being explored relative to certain scattered site public housing units (previously approved for demolition); such properties will be considered for disposition to non-profits (including resident groups) for subsequent rehab. and marketing to public housing residents for homeownership.
- Charleston Housing is working (and will continue to work) with the RAB, RCs, and RMC for the development of MOUs.
- Training has been conducted and/or discussions held with the RAB, RCs, and RMC relative to 24 CFR, Part 964, Resident Participation.
- Based upon a third party independent study, "flat rents" have been established and implemented for all developments.
- A ROSS grant has been subcontracted with KVSS to provide case management and referral services at the high-rise developments.
- Pet Policy adopted and in place.
- New Grievance Policy adopted and in place.
- New Lease adopted and effective October 1, 2001.
- HUD approved a disposition of a parcel of land at Orchard Manor to the Charleston Fire Dept. relative to the construction of a Public Safety Center on-site; final disposition subject to the execution of a proper option/lease between the parties.
- HUD approved disposition of a parcel of land at Hillcrest Village to the YMCA relative to their expansion of recreational facilities (i.e., soccer field); final disposition subject to the execution of a proper lease between the parties.
- Section 8 utilization rate is improving.
- CH successfully applied for and received 100 new Sec. 8 Vouchers.

PET POLICY

Charleston Housing will permit residents who qualify, to own and keep common household pets as identified below. Residents must demonstrate that they have the mental and physical capability to care for the pet at all times. Charleston Housing will permit families and individuals who apply and are approved for a Pet Permit to have one (1) approved pet per household; except however, residents will be permitted to own fish in addition to one (1) approved pet.

Charleston Housing will permit pet ownership as follows:

Washington Manor: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat.

Littlepage Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat.

Orchard Manor: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Lee Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Jarrett Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Hillcrest Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Oakhurst Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

South Park Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Carroll Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Lippert Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Scattered Sites: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Prior to housing any pet on the premises the resident must apply for a Pet Permit and execute a Lease Addendum, Pet Agreement. Residents must be current in the payment of rents and all charges due Charleston Housing to be eligible for submission of a Pet Permit Application. The Lease Addendum, Pet Agreement form contains the rules, which must be observed and is attached and incorporated as a part of this Pet Policy.

Residents are responsible for all damages caused by their pet, including cleaning and fumigation. Residents are prohibited from feeding or harboring stray animals. This shall constitute having a pet without a Pet Permit or Pet Lease.

Visitors are not allowed to bring pets and residents shall not engage in "petsitting."

Charleston Housing will not allow a resident or prospective resident to move in a vicious, hopeless diseased or in any way an undesirable animal.

The following must accompany the Application for a Pet Permit.

1. A current license issued by the City and County for domestic cats or dogs;
2. Evidence from the veterinarian that a domestic cat or dog (over 6 months old) has been spayed or neutered;
3. Evidence from the veterinarian that the pet has received current rabies and distemper inoculations or boosters where applicable. If a cat, evidence that the cat has been declawed;
4. Evidence that the pet weight is less than and will not exceed 20 pounds as adult size under normal circumstances. Pets which have been previously approved by management that later exceed the weight limit due to spaying, neutering and/or old age, will be exempt.
5. Evidence of payment of a refundable \$150 pet deposit for cat or dog; \$25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; \$25 for fish aquariums not to exceed 55 gallons. Pets other than those stated are not permitted. Where applicable, an option to pay a up-front minimum payment of \$50 will be offered for a domestic cat or dog and subsequent monthly payments of a minimum of \$25 per month can be made until the \$150 deposit has been paid;
6. An affidavit signed and notarized by the person (who is not a resident in Charleston Housing properties who will take immediate responsibility for the pet; and
7. A current dated photo of the pet if appropriate.

**APPLICATION FOR PET PERMIT
Charleston Housing Properties**

Name: _____ Date: _____

Address: _____ Phone: _____

I certify that the pet is housebroken; has no history of causing physical harm to person or property, such as biting, chewing, scratching, etc. and further warrant that the pet has no vicious history or tendencies. I hereby affirm that I will abide by all responsibilities outlined in the Pet Policy.

Attached is information required by the Pet Policy:

- ☐ A current license issued by the City and County for domestic cat or dog.
- ☐ Evidence from a licensed veterinarian that the pet (over 6 months old) has been spayed or neutered.
- ☐ Evidence from a licensed veterinarian that the pet has received current rabies and distemper inoculations or boosters. If a cat, evidence that the cat has been declawed.
- ☐ Certification from a licensed veterinarian that the pet weight is less than and will not exceed 20 pounds as adult size under normal circumstances. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age will be exempt.
- ☐ Evidence of payment of a refundable \$150 pet deposit for domestic cat or dog; \$25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; \$25 for a aquarium fish not to exceed 55 gallons. Animals other than stated are not permitted. If the security deposit payment plan option is selected, evidence of the required \$50 up-front payment.
- ☐ An affidavit signed and notarized by the person (who is not a resident in Charleston Housing properties) who will take immediate responsibility for the pet
- ☐ A current dated photo of the pet.

Pet Description: Limit of 1 pet with the exception of fish - not limited; birds 2 (limit of 2)

Kind:	Type or Breed:	Color:	Height:	Weight:	Age:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature of Applicant: _____ Witness: _____

Manager's Signature Verifying Completion of application requirements:

_____ Date: _____

**ALL VERIFICATIONSSUBMITTED TOBEMOUNTEDONTHISPAGE
FORINCLUSIONINTHERESIDENT'SFILERECORDS**

LEASE ADDENDUM, PET AGREEMENT

AGREEMENT made this _____ day of _____, _____, by and between Charleston Housing (hereinafter referred to as "Management") and _____ Head of Household name(s) as it/they appear(s) on the Dwelling Lease).

Resident(s) of:

Development: _____
Address: _____ Phone: _____

Relating to the above -described apartment;

WHEREAS, Lessee desires to house a pet:

Kind:	Type/Breed:	Color:	Height:	Weight:	Age:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

In the apartment above;

NOW, THEREFORE, the parties hereto agree as follows:

- CONDITIONAL AUTHORIZATION FOR PET:** The above Lessee is hereby authorized to keep a pet, which picture is attached to the Application for Pet Permit incorporated herein by reference, and is described in the same. Authorization may be terminated sooner if Lessee's occupancy is terminated, or if the pet rules listed hereafter are violated in any way by the Resident or the Resident's guests or occupants.
- ADDITIONAL SECURITY DEPOSIT:** An additional refundable security deposit of \$150 is required of the Lessee, pet owner(s) for a domestic dog or cat; \$25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; and \$25 for aquarium fish. Any fee or deposit shall not limit the Lessee's obligation.
- MOVEOUT:** Where appropriate, immediately after move out, a commercial exterminator may be hired to de-flea, deodorize and shampoo apartment to protect any future resident from possible health hazards or allergic reactions, regardless of how long the pet occupies the premises. Payment for actual costs at the time of service will be deducted from the Additional Security Deposit. The Lessee is responsible for paying any balance due. The Lessee will be entitled to a copy of invoices evidencing performance of service and costs incurred.
- PROOF OF HEALTH AND LICENSE:** A domesticated dog or cat must be licensed, and proof of a new licensing will be required each year at the time of annual recertification. Additionally, proof is required from a licensed Veterinarian that the pet has been spayed or neutered and that the pet has current rabies, distemper or other vaccinations as required by State and Local Law as applicable.

5. **EMERGENCY PET CARE:** The Lessee hereby agrees that in case of emergency illness (or hospitalization), the following person, who is not a resident in any Charleston Housing property, and whose Affidavit has been received by the Manager will take immediate responsibility for this pet.

NAME: _____
ADDRESS: _____
PHONE: _____

Otherwise, Management has permission to enter the apartment; remove the pet, and transfer it to the appropriate authorities at the Lessee's expense. The Management has no responsibility for the pet.

6. **RULES FOR EACH PET CATEGORY:**

1. **Pets Allowed By Pet Permit.**

One cat
One dog
Two caged birds
One caged tamed rabbit
One caged hamster
One caged guinea pig
One caged ferret
One caged iguana
Fish in a 55-gallon tank maximum will be permitted alone or in addition to each of the above-named pets.

2. **Rules for Fish.**

1. Aquariums must be kept free from leaks and cleaned regularly to prevent foul water and/or odors. Aquariums may not be larger than 55 gallons.
2. Fish bowls must be kept clean to eliminate offensive odors.

3. **Rules for a Bird, Rabbit, Hamster, Ferret, Guinea Pig or Iguana**

1. Must be caged at all times when residents are away from the apartment.
2. Cages must be cleaned.
3. Must have vaccinations appropriate to type including rabies.
4. Must be domesticated.
5. A rabbit must wear a flea and tick collar.
6. Seeds or droppings must be shielded or caught to prevent accumulation and or damage to carpeting or floors.

4. **Rules for a dog.**

1. Must not be more than 14" tall at the shoulders.
2. The pet's weight cannot exceed 20 pounds. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age will be exempt.
3. The pet must be neutered or spayed prior to moving in.
4. Evidence of City and County license and required vaccinations or boosters must be provided annually at recertification.

5. Must be obedient.
Adog barks when (a) alerting danger, (b) it wants food or water, (c) it needs to go out, or (d) it is left alone.
6. Must wear a flea and tick collar. Must never be flea dusted in the apartment or building.
7. Must not be outside apartment unless it is on a short lease accompanied by resident owner.
8. Never allow dog to urinate on shrubs.
9. Dog feces must be picked up by Lessee and disposed of in a securely tied plastic bag. (See SANITATION)

5. Rules for a cat.

1. The pet cannot be more than 14" tall at the shoulders.
2. The pet's weight cannot exceed 20 pounds. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age are exempt.
3. The pet must be neutered or spayed, prior to moving in.
4. Must be declawed.
5. Evidence of license and required vaccinations or boosters must be provided annually at recertification.
6. Must be obedient.
7. Must wear a flea and tick collar. Must never be flea dusted in the apartment or building.
8. Must not be outside apartment unless it is on a short lease accompanied by resident owner.
9. Cat feces must be picked up by Lessee and disposed of in a securely tied plastic bag. (See SANITATION)
10. Cat must be trained to use litter box.
11. Resident must keep litter box clean in order to protect pet and eliminate offensive odor

8. PET CONTROL

1. Pets must be kept under control at all times, inside and outside the Lessee's own apartment. It must be on a leash when walking, or being carried to a vehicle outside.
2. Pets are not permitted on carpeted areas of the lobby, or in any other public room; to linger with the owner in hallways or any part of the lobby. They must be taken directly outdoors from the elevators.
3. Excessive barking, which annoys neighbors night or day, will be cause for requiring the Lessee to remove the pet from the premises permanently, unless proof of dog attending "obedience school" can be shown and pending correction of the problem.
4. Pets are not allowed on elevators, unless no one on the elevator objects to their presence. Only one pet is permitted in the elevator at any given time. Non-pet owners shall have priority use of the elevator.
5. Pets are not permitted to be penned on balconies during the night, or while Lessee is away. Pets are not permitted to remain in apartment overnight while Lessee is away.
6. Lessee shall not alter balconies to create an enclosure for an animal.
7. Lessee shall not permit pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be

limited to barking, howling, chirping, biting, scratching and other like activities.

9. SANITATION

1. Litter boxes are required for cats, and are to be changed every 3 days.
2. Bathtub, sinks, or commodes are not permitted to be used for animal waste deposit sites, or kitty litter boxes. Animal waste is not to be put down trash chute. Litter boxes are to be kept on tile or vinyl floors.
3. Each pet owner is responsible for acquiring some type of scoop to clean up after the pet outdoors, and for depositing animal waste in receptacle outdoors.
4. There will be waste containers provided outdoors for a daily disposal of all animal waste and litter.
5. Lessee must clean up pet residue daily, i.e. hair, pet food, etc. Apartment must be kept free and clean of pet odors at all times.
6. Lessee is responsible for assuring that the pet is provided ample time in a proper place for excretion. Should the pet accidentally excrete in the apartment, hallways, or public area, Lessee shall remove the excretion and sanitize the area. If Management is required to remove the excretion and/or sanitize the area, the lessee will be billed for services rendered.

10. APARTMENT INSPECTIONS

1. Residents will be required to maintain units in a clean and sanitary manner at all times. Enforcement of this requirement will be made through annual management unit inspections, sweep maintenance inspections and/or extermination inspections. Notification of inspections will be made in accordance with the terms of the Lease Agreement except where management has reason to believe that emergency situation exists such as an abandoned pet left in a unit.
2. Where appropriate, maintenance staff will not go into pet owner apartment to do routine repairs, unless Lessee is home and places the pet under control while he or she is there.
3. Lessee will be responsible for rug cleaning, tile replacement, and/or extermination fees, within ten (10) days after apartment inspection, if evidence of pet damage or sanitation problems due to pet exist.

11. VICIOUS PET CLAUSE

1. Any incident of a pet biting human beings will result in an immediate demand by Management to remove the pet from the premises.
2. A report must be filed with the proper officials, as well as the building Manager, of any incident of biting. Management, upon notification of any pet biting incident, shall immediately notify the Kanawha County Animal Shelter.
3. Management reserves the right to give a Notice to Vacate to Lessee if Lessee houses a vicious, hopelessly diseased, or any undesirable animal, after such incident.
4. Should Lessee need to get rid of a pet, owner is responsible for any charges.

12. RIGHT TO APPEAL

1. Any complaints about pets will not be considered valid, or heard, unless the complaint is in writing, on a separate piece of paper, dated and signed by the person making the complaint. All written complaints will be investigated.
2. If Lessee receives a notice that a pet is annoying neighbors, and is asked to remove the pet, Lessee has the option of making an appeal.
3. Should the Lessee become ill or die or have an emergency whereby he or she could not care for the pet, Management has permission to call the proper official to take the pet and care for it until the designated person takes it and assumes responsibility.

I have read and fully understand the above Lease Addendum and the Pet Policy and rules. I also acknowledge that I must abide by these rules or after two warnings from Management agree to move or remove my household of the pet within one (1) week after receipt of second warning.

Lessee: _____ Witness: _____

Lessee: _____ Witness: _____

(SEAL)

Taken, sworn to and subscribed before me this _____ day of _____, _____.

NOTARY PUBLIC, KANAWHA COUNTY
West Virginia

My commission expires: _____

**RESIDENT ASSISTANTS (POLICE OFFICERS)
IN PUBLIC HOUSING**

Lee Terrace :

**Gerald Taylor
1319 Lee Street, Apt. 701
Charleston, WV 25301**

Jarrett Terrace :

**Courtney Johnson
824 Central Avenue, Apt. 102
Charleston, WV 25302**

Hillcrest Village :

**Scott Frame
1020 Hillcrest Drive
Charleston, WV 25311**

Oakhurst Village :

**Jerry Harris
1012 Lawndale Lane
Charleston, WV 25314**

South Park Village :

**Jonathan Walker
667 B South Park Road
Charleston, WV 25304**

Carroll Terrace :

**Craig Dickinson
1546 Kanawha Blvd., E., Apt. 1017
Charleston, WV 25311**

Lippert Terrace :

**Mark Fulks
4410 MacCorkle Avenue, Apt. 701
Charleston, WV 25304**

FUTUREDOORS(ResidentAdvisoryBoard –RAB)OFFICERS

President.....BrendaHunt
Vice-President.....JoAnnJohnson
Secretary.....SharonLunsford
Treasurer.....MaryGreen
Recorder.....B.J.Reese
Sec.8Representative.....MarcellaFox

RESIDENTCOUNCILSANDRESIDENTMANAGEMENTCORPORATION

CarrollTerraceResidentCouncil	EvelynAdkins,Pres.
HillcrestVillage	JenniferPaule y,Contact
JarrettTerraceResidentCouncil	MaryGreen,Pres.
LeeTerraceResidentCouncil	B.J.Reese,Pres.
LippertTerraceResidentCouncil	JoAnnJohnson,Pres.
LittlepageTerraceResidentCouncil	RayS keens,Pres.
OakhurstVillage	TinaNewman,Contact
OrchardManorResidentManagementCorp.	VernadineCrothers,Pres.
SouthParkVillage	BrendaHunt,Pres.
WashingtonManor	IdaMorris,Pres.

FOLLOWUP PLAN 2001/2002 to REAC SURVEY
(NOTE: Charleston Housing was advised on 11/26/01 of results of
REAC's 2001 Survey via computer REAC website)

**456 Surveys Sent – 157 Surveys Returned – 34% Response Rate (which is
6% above the National Response Rate of 28%)**

Survey Sections :

**1) Maintenance and Repair Score 90% National Avg. 90%
(note: last year's score was 90% as well)**

HUD does not require a Follow Up Plan for this Section.

**2) Communication Score 74% National Avg. 76%
(note: last year's score was 77% - this year decreased by 3%)**

**HUD requires a Follow Up Plan for this Section since the score was
less than 75% (although Charleston Housing was just slightly below
the national average).**

Recommended Follow Up Plan:

- a) Provide as much notice as possible about maintenance and repair activities (for example: preventative maintenance work; major repairs, CGP activities, etc.)**
- b) Review lease provisions with residents at move -ins and at recertifications; also, consider having annual or semi - annual resident meetings at each development to review (as a refresher course) the provisions of the lease.**
- c) Provide as much information as possible to the residents about upcoming events and meetings.**
- d) Be responsive to residents' questions and concerns.**
- e) Be courteous and professional when dealing with the residents and with everyone in general.**
- f) Be supportive of resident council organizations; attend resident council meetings when invited; and, assist with and negotiate MOUs with resident councils.**

3) Safety **Score 76% National Avg. 75%**
(note: last year's score was 74% -this year increased by 2%)

HUD does not require a Follow Up Plan for this Section.

Although HUD didn't require a Follow Up Plan for this section, it was noted most responses in this section were above the national average except for "Resident Screening" which was below the national average. The Annual Plan provides that consideration will be given to having selected residents assist in the screening process (which if put in place might help the perception/reality in this regard).

4) Services **Score 92% National Avg. 93%**
(note: last year's score was 81% -this year increased by 11%)

HUD does not require a Follow Up Plan for this Section.

5) Neighborhood Appearance **Score 70% National Avg. 77%**
(note: last year's score was 75% -this year decreased by 5%)

HUD requires a Follow Up Plan for this Section.

(note: The developments that reflected a lower score in this regard included Orchard Manor, Little Page Terrace, Washington Manor, and South Park Village; the high-rise developments were reflective of scores at or above the national average.)

Recommended Follow Up Plan:

- a) Continue to pick up litter/trash/debris at common areas.**
- b) Encourage residents and guests to refrain from littering.**
- c) Speed up the process for removing abandoned vehicles.**
- d) Continue to "turn" vacancies around as soon as possible.**
- e) Provide additional upkeep of playgrounds and outdoor facilities.**
- f) Continue with CGP upgrades.**

NOTE: The recommended follow-up plan is in keeping with the questions outlined in the survey.